

# Individual Development Plan (IDP) Sample Format

ITEP EMPLOYEE PLAN			
Employee/Detailee Name:			
Type of Appointment (DoD Employees only) Competitive Service <input type="checkbox"/> Excepted Service <input type="checkbox"/>		Title:	
Current Annual Salary:	Phone:	Email Address:	
Home Address:			
Business Address:			
Synopsis of Current Duties Assigned:			
Name of Employee's Current Supervisor:			
Title:	Phone:	Email Address:	
Supervisor's Business Address:			
Duration of Initial Exchange Period: _____ months		Start Date:	End Date:
Terms Under Which An Extension May Be Granted:			
Name of Supervisor for Exchange Period:		Lending Organization <input type="checkbox"/> Engaging Organization <input type="checkbox"/>	
Title:	Phone:	Email Address:	
ITEP Supervisor's Business Address:			
ITEP Assignment Goals and Objectives:			

Individual Development Plan	
Core Competencies to Be Acquired/Enhanced	Technical Skills to Be Acquired/Enhanced
1.	1.
2.	2.
3.	3.
Description of Duties/Project/Work to Be Completed:	
Describe Type of Supervision:	

### Privacy Act Statement

Implementing Organizations must include an appropriate Privacy Act Statement on their ITEP Agreement Forms